

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **RECREATION DIRECTOR**

Jurisdictional Class: **Non-Competitive if p.t. in towns; Non-Competitive if p.t. in villages under 5,000; Non-Competitive in Village of Cobleskill from Memorial Day to Labor Day**
Date Adopted: **March 11, 1960**
Date Revised: **5/15/98**
Jurisdictions: **Towns, villages**
Union Status:
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of a board, commission, committee, mayor, town supervisor or other designated official, a Recreation Director organizes and directs a recreation program. The Recreation Director is responsible for planning, promoting, publicizing and supervising a community recreation program which may include activities at a playground, athletic field, recreation center, swimming pool or other facility, and may include charge of the physical facilities. Incumbents may directly operate some or all recreation programs and typically supervise employees and volunteers. Does related work as required. The class is distinguished from that of Recreation Supervisor by having fiscal and program planning responsibility. When a Recreation Supervisor or Recreation Assistant is employed, a Recreation Director may delegate on-site operation and supervision and limit director duties to organizing and planning. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Organizes the use, supervision and maintenance of facilities;
Plans and supervises the conduct of recreation programs;
Organizes, schedules and directs playground, swimming pool, recreation facility and athletic activities;
Prepares budgets, keeps fiscal and other records and makes reports;
Supervises and may assist with the maintenance, construction and repair of facilities and equipment;
Recruits employees;
Plans and promotes special activities and events;
Promotes and prepares publicity about the recreation program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of recreation activities and programs; planning and equipping recreation facilities; and of sports, games and recreational activities. Ability to promote, plan and organize recreation activities, work with groups of all ages, speak before a group and write clearly and concisely; sound judgment.

MINIMUM QUALIFICATIONS:

- A)** Bachelor's degree from an accredited college or university and two months of experience in youth or recreation activities, **OR**
- B)** Associate degree or higher from an accredited college and four (4) months of volunteer or paid experience in recreation or youth work, **OR**
- C)** High school diploma or equivalency and six months of volunteer or paid experience in recreation or youth work, **OR**

Last Reviewed: n/a
Last Updated: 05/15/08
Reviewed By: n/a
Last Reallocated: n/a

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- D)** An equivalent combination of experience and training as defined by the limits of A) and C) above.

NOTE: Volunteer work experience must be documented in some manner.

Experience requirements are based on full-time work (a minimum of 35 hours a week). A month of experience shall mean at least four 35-hour weeks. Experience may be pro-rated: Two months of half-time experience is the equivalent of one month of full-time experience.